

REPORTS INVENTORY

CONTROL NO.

DDS/OL/PSD 5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

Listing of Interoffice Issuances

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒

ADMIN. GENERAL

OTHER (specify)

LOGISTICS

SECURITY

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

25

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Printed PSDN

LI 5-1 dtd 1 September 1967

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Administrative Office, PSD

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-11	\$ 6.87	5 min.	\$.57	1	\$.57
GS-7	4.67	1 hour	4.67	1	4.67
LB-9	3.57	15 min.	.75	1	.75

B. COSTS OF COMPUTER PRODUCED REPORTS

None

TOTAL COSTS PER YEAR

\$ 5.99

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Logistics Instruction.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐ OTHER (explain)☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

None

None

16. DATE OF INVENTORY

8 OCT 1970

17. N

ATION

18. EXTENSION

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